



THE CORPORATION FOR NATIONAL SERVICE

National Service Fellowships for 2001 to 2002

Request for Proposals

Date Issued: March 23, 2001

Closing Date: May 8, 2001

For more information: See “Frequently Asked Questions” at the end of this RFP

By E-mail: Fellowships@cns.gov

Write to: National Service Fellowships
Corporation for National Service
c/o Deena Johnson
1201 New York Avenue, NW, #7027
Washington, D.C. 20525

Telephone: Fellowship Applicants Information Line:
202/606-5000, extension 571. Please leave
your name, telephone number, and the best
time to call you and a knowledgeable person
will return your call as soon as possible.

NOTE: The National Service Fellowship program does not provide student financial assistance.
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Request for Proposals

Mission of the National Service Fellowship Program: To improve the quality of service through the talents of a diverse team that will learn with the Corporation for National Service and will contribute to the future of national service.

Vision for the National Service Fellowship Program: By 2003, the National Service Fellowship program will be seen as a high quality program that has strengthened national service through studying national service issues, building networks and fostering professional growth.

I. OVERVIEW OF THE FELLOWSHIP PROGRAM

The National Service Fellowship program provides talented individuals with an opportunity to make a unique contribution to the Corporation for National Service and service field through immersion in a particular topic, issue, or developmental activity that leads to a written work product suitable for publication. Fellows benefit from the freedom to focus on a discrete scholarly or business issue with the support of other Fellows, and access to the Corporation's technical and other resources. The Corporation benefits from the opportunity to attract creative and talented individuals from a variety of backgrounds and disciplines to address issues of importance to the Corporation or to the service field in general. The program will begin in mid-September 2001 and end in June 2002. The Corporation expects to award a mix of approximately 12 full and part-time Fellowships.

Now in its fifth year, previous recipients of National Service Fellowships have found that the program provides substantial benefits. Benefits to you as a National Service Fellowship include:

- The stature and prestige that comes with serving as a National Service Fellow, a select group of dedicated individuals contributing their talents to strengthen the field of national service.
- The opportunity to:
 - Dedicate a substantial amount of time to thoroughly pursue a creative project on an issue of key interest to you, that is also of value to the Corporation for National Service and the field of service in general.
 - Work in a supportive environment, with technical assistance from Corporation management, peers, and academic experts, with a large measure of control over how

you pursue your project.

- Develop professionally through the sharing of ideas and resources with other Fellows as part of a self-managed team.
- Broaden your contacts within the service field.
- Publish a product that contributes to the National Service knowledge base. Fellows' products are published on the Corporation's website. Fellows products also contribute to master's and Ph.D. theses, professional journals, Training and Technical Assistance materials, etc.

The Fellowship program is, first and foremost, concerned with the outcomes of Fellows' work. Our most important considerations in selecting Fellows are judgments about the (1) *viability and usefulness to the Corporation of identified outcomes*, (2) *feasibility of proposed methodology and scope to achieve identified outcomes in the nine-month Fellowship period*; and (3) *ability of an applicant to produce the outcomes*.

As a team of individuals largely dispersed throughout the country, National Service Fellows and Corporation staff work together in managing their participation in the program. The team approach has proven valuable for Fellows and for the program's overall success. Fellows agree to participate in regular conference calls and attend three meetings at the Corporation's expense. These are (1) an orientation meeting in September 2001; (2) a mid-course conference for peer review in February 2001; and (3) a final presentation in June 2002. At least two of these meetings will be held in Washington, DC.

National Service Fellows may be physically located in any part of the United States and may work from any suitably equipped setting. Fellows may affiliate with an office of the Corporation or a related state organization. This arrangement provides day to day access to knowledgeable colleagues in an office setting. However, the availability of a host office location is dependent on each office's circumstances and cannot be guaranteed.

II. TYPES OF NATIONAL SERVICE FELLOWSHIPS

Both full and part time National Service Fellowships are offered for 2001 to 2002.

A. Full-time

As a full-time Fellow, you would have the opportunity to become fully immersed in your Fellowship project without being concerned with other employment considerations. You are not prohibited from being supported in part by other organizations (for example, if you are on a paid sabbatical). However, you must advise us of any competing demands for your time and

attention both prior to and after an award and it is expected that you will not have other regular employment.

You would receive a total of \$26,500 during your nine-month Fellowship, paid at \$2,650 per month, with the balance paid upon receipt of an acceptable final product. From these funds, you are expected to pay for costs associated with your Fellowship, such as conference costs, site visits and supplies. You also have access to individual (self-only) health insurance, if needed, and work-related liability insurance. *No other support* (e.g., for moving, transportation, housing, loan repayment, etc.) is included.

The Corporation will pay you according to a monthly schedule based on an invoice that includes specification of time spent on the Fellowship and our certification of satisfactory progress. We may suspend or terminate payments if you are not making satisfactory progress or are not meeting the full-time requirement.

B. Part-time

As a part-time Fellow, you would participate in the program alongside the full-time Fellows, including participation in regular teleconference calls, the orientation, mid-course meeting, and final program presentations. The part-time model is aimed at employees of organizations engaged in some aspect of national service, such as the Corporation for National Service, Commissions on National and Community Service, State Education Agencies, educational institutions, and nonprofit organizations. It allows you to work intensively on a project that could directly benefit your employer. You also strengthen the quality of your product by working collaboratively with the Corporation and with other Fellows.

Since we expect you to continue working for your employer during the Fellowship period, the amount of the Fellowship award is limited to a payment of \$2,650. This payment is made in two disbursements: \$1,000 after your first progress report submission; and the remaining \$1,650 after you have delivered to us an acceptable final product at the end of the Fellowship. You and your employer must commit to your spending an average of 20 hours per week on the Fellowship project. ***Employees of the Corporation for National Service are eligible for the part-time Fellowship, but will not receive a monetary award.***

Your employer's initial concurrence is not required in your Fellowship proposal. However, if you are selected as a Fellow, a memorandum of understanding (MOU) will be executed between you, your employer, and the Corporation.

III. FELLOWSHIP QUALIFICATIONS

To qualify for a National Service Fellowship, you must be a citizen or a lawful permanent resident alien of the United States.

You are not required to hold a graduate degree; however, please note that your proposal will be evaluated, in part, on your overall ability to produce the proposed outcomes. Strong academic credentials will bolster our confidence in your ability to produce a final product of value to the Corporation; as well as demonstrably substantial and successful work experience in a field related to your proposal, and experience performing significant service-related activities. In addition, if you do not hold a graduate degree, your access to a local project advisor should strengthen your capacity to produce a high quality product. Further information about project advisors is in Section VI. For Proposal Ranking Factors, see Section IX.

IV. FELLOWSHIP PROPOSAL TOPICS

You have the freedom to identify the topic you plan to address through your Fellowship. In addition, the Corporation has identified potential Fellowship topics of particular interest to us. For many of these topic areas, a significant body of research already exists; we envision Fellowship projects building on this knowledge and research. In other instances, you might be examining how current knowledge on a particular issue has direct implications for national service. In any case, you are not required to address one of these suggested topics. However, whether you propose your own topic or one of the suggested topics, you must clearly indicate why the proposed project is needed, how it addresses an issue that informs the Corporation's practices or national service field, and how it relates to the Corporation's strategic plan. For a list of the Corporation's suggested topics, see Section X below.

In describing the need for your proposed Fellowship topic, you should demonstrate at least some awareness of any existing research or other documentation that addresses your topic. You must be able to indicate how your project adds to current knowledge in the proposed subject area. You should show how it is different from work already performed in the area and does not duplicate, to the best of your knowledge, any studies or projects that are being, or have been, conducted, on the topic. Also, you should ensure that the size and scope of the project are appropriate for the outcomes you seek within a nine-month period; and consider the audiences and applications for the project.

Information on prior national service projects and studies is available through, but not limited to, the following resources:

The Corporation's website <http://www.nationalservice.org/>. This site gives links to:

- (1) The Corporation's strategic plan, Fellows projects, AmeriCorps and Service Learning research (<http://www.nationalservice.org/research/index/html>); and effective practices (<http://www.nationalservice.org/resources/epicenter>).
- (2) The *National Service-Learning Clearinghouse* (<http://nicsl.jaws.umn.edu>) and the *National Service Resource Center* (<http://www.etr.org/NSRC/>).

V. RELATIONSHIP OF NATIONAL SERVICE FELLOW TO THE CORPORATION FOR NATIONAL SERVICE

As a National Service Fellow, you represent yourself and your views; you do not represent or speak on behalf of the National Service Fellowship program or the Corporation for National Service. The Corporation has unlimited use of all products resulting from the National Service Fellowship program. Your relationship to the Corporation also varies depending on whether or not you are an employee of the Corporation. Individuals who are not Corporation employees are eligible for both the full or part-time fellowship opportunities. Corporation employees are eligible for only the part-time Fellowship.

A. Non-Corporation Employees (full and part-time)

If you are awarded a Fellowship and *are not* an employee of the Corporation, you enter into a contract with the Corporation for National Service, and will be paid as an individual contractor. The Corporation will not have an employer/employee relationship with you. As a contractor, your proposal serves as the contract work plan.

B. Corporation Employees (part-time only)

If you are awarded Fellowship and *are* an employee of the Corporation, you will *not* enter into a contract with the Corporation. The primary assurance that you will complete the work is your motivation to conduct the project, and your supervisor's support of the work. For this reason, the Memorandum of Understanding for the part-time Fellowship will include your supervisor's agreement to modify your Individual Work Plan to reflect the nine-month part-time fellowship commitment.

VI. FELLOWSHIP PROJECT ADVISORS

We give Fellows access to Corporation management and technical experts to provide advisory assistance and other resources during the nine-month Fellowship. In addition, we have found that Fellows strengthen their capacity to produce a high quality product when they identify and receive guidance on their Fellowship projects from a credible advisor in their local community. This extra level of support is particularly valuable to Fellows who do not hold a graduate degree, whether or not they are pursuing a master's degree or Ph.D. during the course of the Fellowship. Local advisors can assist Fellows in serving as a sounding board on various project-related issues, reviewing drafts of products, sharing resources, and so forth. Typically, these local advisors have been master's or Ph.D. thesis advisors with expertise in the Fellow's proposed topic area or methodological approach. For part-time Fellows, the local advisor could be someone, such as the Fellow's supervisor, from the Fellow's employing organization.

If you do *not* hold a graduate degree, we will ask you to identify, in your Fellowship proposal, a local project advisor who will be available to provide project-related guidance during the course of the Fellowship. You will be required to provide the name and contact information of the advisor; as well as a brief signed statement indicating the advisor's willingness to provide advisory assistance over this time frame.

VII. HOW TO APPLY FOR A NATIONAL SERVICE FELLOWSHIP

To apply for a National Service Fellowship, submit ***five copies*** of a proposal to the following address. We must ***receive*** your proposal no later than ***4:00 p.m. on May 8, 2001***. We will not accept proposals received by facsimile or electronic mail. We reserve the discretion to accept proposals that are postmarked five days before the closing date even if they have not been received in our offices by the deadline. We encourage you to submit your proposal well in advance of the deadline, or make use of overnight mailing options, to avoid rejection due to lack of timeliness.

Corporation for National Service
Mailroom Box NSF
1201 New York Avenue, NW
Washington, DC 20525

Follow the instructions below in completing the proposal. There is no application form to complete, and the instructions for both full and part-time Fellowships are the same.

A. Format

1. Cover page, to include:
 - Name of the proposed Fellowship project
 - Suggested topic area you are addressing, if any (see Section X).
 - Whether you are applying for a full-time or part-time National Service Fellowship.
 - Your name
2. Maximum of 20 pages, double spaced 12 point type; standard margins (1" wide, 1 1/2" top and bottom)
3. Include your name on every page.
4. No attachments

B. Project Content

In no more than 20, double-spaced pages, address the following areas in your proposal (See also Section IX: Proposal Ranking Factors below.) Describe the project content, addressing the following:

1. Need for the project. Address how the concept contributes broadly to the service field or to furthering the Corporation's business or programs. Identify how your proposed project relates to a topic area of interest to the Corporation, or the Corporation's strategic plan. (For a copy of the strategic plan, consult our website, www.nationalservice.org.) Indicate the following:
 - How your project adds to current knowledge in the proposed subject area; and
 - How it is different from work already performed in the area and does not duplicate, to the extent of your knowledge, any studies or projects that are being, or have been, conducted, on the topic.
2. Expected project outcomes
3. Project audiences and applications. For example, do you view your project as contributing to the general body of knowledge in the national service field? Or, does your project have immediate practical applications; and if so, for what persons, organizations, regions, etc.?
4. What you will do to achieve the project outcomes (specific methodologies, approaches, or activities, i.e. literature review, individual or focus group interviews, surveys, and other data/information gathering activities.)
5. Scope of the project and how you will achieve the project outcomes in a nine-month time frame. Include a schedule that outlines the estimated time required to complete each project activity.

In addition, identify where you want to conduct your Fellowship, and whether you are willing to be affiliated with a Corporation for National Service office. Indicate any additional resources needed to accomplish your proposed activity and how they will be provided.

C. Personal Background Information

Privacy Act Notice: Pursuant to 42 USC §12653(f), we are requesting this information to select National Service Fellows. Disclosure of the information is voluntary; however, failure to provide the requested information will preclude you from participating in the program. We will not disclose the information outside the Corporation without your prior written permission.

In a résumé or other format, provide the following information:

1. **Contact information**
 - Full name, mailing address, day and evening phone numbers.
 - Country of citizenship and/or lawful permanent residence.

2. Academic History

- Higher Education Institutions attended (name, city, state)
- Major fields of study as well as type and year of degrees received.

3. Work History

- Employer names and addresses, job titles, dates with employer, duties.
- Honors, accomplishments, any special related qualifications.

4. Community Service History

- Name of organization, location, and dates of community volunteer service you have performed.
- Nature of the organization and your involvement.

D. Fellowship Project Advisors

If you do not hold a graduate degree, you must identify and submit the name of a proposed Fellowship Project Advisor (see section VI above). This requirement applies whether or not you are planning to pursue a graduate degree as part of your Fellowship. If you do **not** hold a graduate degree, submit the following information:

1. The name, credentials, address, and telephone numbers of proposed Fellowship Project Advisor.
2. A brief signed statement from the proposed advisor indicating his or her confidence in your ability to complete the Fellowship, and the advisor's willingness to serve in an advisory or resource capacity throughout the course of the Fellowship. This statement should be no longer than half a page.

This requirement does not apply to you if you currently hold a graduate degree.

E. Other References

1. Provide references, including names, addresses, telephone numbers and relationship to you.
 - If you are submitting the name of a Fellowship Project Advisor, submit only *two* (2) additional references.
 - If you are not submitting the name of a Fellowship Project advisor, submit *three* (3) references.
2. If you reach the final selection stage, you will be required to submit letters of reference (2 for those who were required to include a Fellowship Project Advisor statement in their proposal; 3 for those who were not required to submit this statement.)

If you are awarded a Fellowship, the proposal serves as your general work plan. Any modifications to the proposal require approval of the National Service Fellowship Program Contracting Officer's Technical Representative.

VIII. PROPOSAL SELECTION PROCESS

Fellowship proposals will be weighted competitively and will be ranked in terms of the degree to which the proposed project is deemed to benefit the Corporation and the national service field, and inform an important policy or operational matter.

We will evaluate proposals through a competitive process using the criteria specified in this RFP. The review process is designed to focus more attention on the most promising applications rather than reviewing all applications in equal depth, and to minimize demands on the time of both applicants and reviewers. Proposals that are believed to be most promising will receive more intensive attention. We will require reference checks, supplemental personal information, and an oral interview with finalists prior to making a Fellowship offer. *The Corporation retains the authority to accept or decline proposals and applications based on its sole judgment and discretion.*

If you are selected for a Fellowship, we will notify you on or before August 30, 2001. We will also list successful proposals on our web site (www.nationalservice.org).

IX. PROPOSAL RANKING FACTORS

Proposals will be reviewed and ranked according to the following criteria:

- A. 30 POINTS: Relevance of the proposed outcomes to the Corporation or the field of service. To what degree are the proposed outcomes of value to the Corporation, or how do the proposed outcomes inform a policy or operational matter affecting the Corporation or the service field? To what degree is the Fellowship topic relevant to the Corporation's interests, whether it addresses one of the suggested topic areas in the RFP or a topic suggested by the Fellow? How does the proposed Fellowship relate to the Corporation's Strategic Plan? Does the proposal add to current knowledge in the proposed subject area, or does it duplicate pre-existing studies or projects addressing the topic?
- B. 30 POINTS: Substance, conceptual quality, and clarity of the proposal. To what degree is the proposed project substantive, thorough, logical and well constructed, clear, and articulate? To what extent does the proposal demonstrate an understanding of the subject matter and an awareness of any existing documentation or other resources that

address the topic? Is the size and scope, methodology, or approach appropriate to the projected outcome, and can the outcomes be achieved realistically within a nine-month period?

- C. 30 POINTS: Degree of predictability that the prospective Fellow has the academic background, expertise, and overall ability to produce the proposed outcome. Indicators include, but are not limited to: substantial and relevant work experience; academic credentials; accomplishments; and, if applicable, the level of anticipated assistance from a Fellowship Project Advisor.
- D. 10 POINTS: Applicant's experience performing significant community service.

X. SUGGESTED FELLOWSHIP TOPICS

A. Civic Engagement and Post-Service Issues

- Investigation of program models that effectively integrate in-service AmeriCorps* State/National, AmeriCorps VISTA, or AmeriCorps* NCCC member development with post-service member preparation, including post-service civic engagement.
- Research-based training materials preparing AmeriCorps* State/National, AmeriCorps* NCCC, or AmeriCorps* VISTA members for post-service. Training tools could include a "Transitions" manual or electronic interactive guide, and could address a wide range of post-service issues (academic and professional opportunities, continuing service, and civic engagement). Includes civic engagement issues.
- Survey and analysis of trends in the professional and civic engagement of AmeriCorps* VISTA alumni in comparison to Peace Corps alumni.
- Investigation of the effect of different models of service on levels of post-service civic engagement.

B. Recruitment and Retention Issues

- Causes for early termination from AmeriCorps* State/National, AmeriCorps* NCCC or AmeriCorps* VISTA; what is an acceptable level of attrition; implications for future programming. Factors to consider could include: member demographics (age, education, ethnic group) or program (e.g. organizational structure, faith-based/non-faith based, program design, size; issue area focus, service outcomes, urban/rural, region, state vs. national, residential/nonresidential, short/long-term interventions, amount of member stipend, funding sources), etc.

- Beyond general propensity to serve, what are incentives to engage in national service beyond altruism? Studies could address demographic differences (how incentives differ among or between seniors, AmeriCorps members, service-learning participants, males and females, minorities, members from different socio-economic backgrounds, etc); or effectiveness of specific incentives (such as the education award, scholarships, etc.) for different programs or demographic groups.
- Comparative effectiveness of diverse strategies used to recruit minority national service participants. What works best and under what conditions?
- Effectiveness of recruitment strategies using non-traditional partnerships that include strategic plans and performance goals (national minority organizations, national organizations with local chapters such as sororities and fraternities; faith-based organizations, organizations offering scholarships, HBCUs, HACUs, etc.)

C. State and Local Systems

- Examination of effective asset-based models for programming, implementing, and evaluating national service programs.
- Examination of successful and sustainable multi-site national service (or specific stream of service) programs.
- Characteristics of effective statewide cross-stream strategies to implement national service programs and activities.

D. Digital Divide

- Examination of national service programs (or specific stream of service) addressing the digital divide and their effectiveness.

E. Stream of service-specific

AmeriCorps* State/National

- Best practices of community-based and faith-based grantees that have the administrative and fiscal capacity to implement successful and accountable AmeriCorps* State/National programs.

- Best practices of grantees, with limited resources, that have adopted innovative administrative structures to implement successful national service programs. This could include examples of unique collaborations of organizations across or within states.
- Best practices of AmeriCorps* State/National Education Award Programs addressing Welfare to Work.
- Best practices of AmeriCorps* State/National programs addressing public safety.

AmeriCorps* VISTA

- Examination of approaches for measuring AmeriCorps* VISTA's anti-poverty benchmarks and outcomes, particularly in VISTA programming target areas (children and youth; welfare to work; asset development/community wealth building; and older adults). Includes recommendations for building measurable program and AmeriCorps* VISTA member work plan targets.
- Examination of the changing face of poverty in 21st Century America; and emerging innovative strategies to achieve meaningful, sustainable, and long-term results in moving people out of poverty.

AmeriCorps* NCCC

- Identifying strategies for managing large numbers of volunteers in AmeriCorps* NCCC programs. What approaches work best, how can teams be used most effectively to leverage volunteers, what kinds of service activities lend themselves most effectively to large numbers of volunteers, how do projects that engage large numbers of volunteers impact the community where the project occurs, etc.

AmeriCorps General

- Identifying, developing, and documenting special benefits offered by educational institutions to AmeriCorps alumni (scholarships, fellowships, assistantships, matching education awards, tuition waivers, in-state tuition, special admissions policies, etc.).

Senior Corps

- Descriptive studies, analyses, and effective practices of Senior Corps partnerships (sponsored projects & volunteer stations) with small faith-based organizations. Characteristics; how sponsored projects fit with the faith-based mission of the organization, etc.; volunteers in faith-based organizations at the local level (volunteer stations).

- Study on the readiness and effectiveness of organizations (volunteer stations) in accepting and using the capabilities of professionally skilled senior volunteers, to augment other Corporation activities targeted to station development, and improve efforts to place volunteers from professional backgrounds.
- Examination of the critical factors that motivate seniors to serve in national service programs outside of Senior Corps.

Service-Learning

- Successful models where service-learning curricula and activities are fully integrated with the institutional function of organization.
- Models of effective and sustainable service-learning projects implemented at community-based organization sites.
- How Senior Corps programs and projects address service-learning.
- Program models that effectively coordinate and integrate service-learning curricula across grade levels.
- Effective service-learning models using “cascading” approach, involving parents, students, seniors, and others.
- Best practices in higher education service-learning programs involving not just individual faculty, but a coordinated college-community effort for mutual benefit.
- Tribal service-learning.
- History of service-learning.

XI. SUPPLEMENTAL INFORMATION FOR HIGHLY RANKED APPLICANTS ONLY

We do not require this information with your proposal. We will request it from highly ranked individuals after the proposals have been evaluated. Attach additional pages if needed.

Privacy Act Notice: This information is requested pursuant to 42 USC §12653(f). The information will be used by the Corporation to select applicants as National Service Fellows. Disclosure of the information is voluntary; however, failure to provide the requested information will preclude the applicant from participating in the program. The information will not be disclosed outside the Corporation without the prior written permission of the applicant.

Full name (and other names used, if applicable): _____

Home address and day and evening telephone numbers: _____

Social Security Number: _____

Have you ever been discharged from the Armed Forces under other than honorable conditions?
___ yes ___ no If “yes,” please describe the circumstances:

Have you ever been convicted of a criminal offense? ___ yes ___ no
If “yes,” please describe the circumstances:

Have you ever failed to meet a court-ordered child support payment? ___ yes ___ no
If “yes,” please describe the circumstances:

Are you delinquent on any federal debt? ___yes ___ no
If “yes,” please describe the circumstances:

Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association or organization because of your conduct?
___ yes ___ no If “yes,” please describe the circumstances:

(Applicant’s Signature)

(Date)

XII. FREQUENTLY ASKED QUESTIONS ABOUT APPLYING FOR A NATIONAL SERVICE FELLOWSHIP

A. General Questions

Question 1: *Can organizations apply for a Fellowship?*

No. The Fellowship program supports *individuals* in carrying out their proposed activity rather than organizations. As a Fellow, you enter into an agreement with the Corporation. While we are asking prospective Fellows to identify Fellowship Project Advisors (see Section VI above), this does not entail a contractual agreement, and there is no formal connection with a grantee organization.

Question 2: *Would a local or regional undertaking make a good Fellowship project?*

It depends. The Fellowship program promotes activities that are broadly and substantively concerned with the Corporation's mission and operations or the field of service. If you propose a local or regional undertaking, you need to demonstrate how project results can be replicated for a larger set of programs nationwide; or how findings have implications for service on a national scale.

Question 3: *Is the Fellowship program aimed at particular age or other group?*

No. Adults of all ages and from diverse backgrounds are encouraged to apply.

Question 4: *Are full-time Fellowships really full-time?*

Yes. Full-time Fellows are expected to spend time that is equivalent to a full time job (or more) on their Fellowship. Although the program does not require the exclusive attention of each Fellow, an individual who cannot devote full-time to the Fellowship should not apply. The Corporation has retained some flexibility to accommodate unique circumstances. However, during the review and selection process, any competing demands for the time and attention of an applicant will be weighed in the context of the applicant's ability to carry out their proposal and work with other members of the Fellowship team. After selection, those who do not meet this requirement could lose their Fellowship.

Question 5: *As a Fellow, what other responsibilities do I have in addition to completing my project?*

Despite the fact that Fellows conduct their Fellowships in locations spread out across the country (and also because of this fact), you are expected to work with other Fellows as a team in addition to completing your project. The team provides peer support; identifies project issues and synergies; works with technical resource people; and provides a focus for the quality of projects, both individually and collectively. Each Fellow must attend an orientation meeting, mid-course review, and final meeting as guests of the Corporation and they must participate in periodic telephone conference calls with other Fellows. A brief written progress report must be prepared each month and attached to the Fellows' invoice for payment.

Question 6: *How am I paid as a full-time Fellow?*

If you are a full-time Fellow, you submit to us an invoice and narrative progress report each month. We

usually complete payments within 2 weeks of receipt of the invoice. With the prior approval of the Corporation, Fellows may pro-rate their invoice for months in which they do not spend full time on the Fellowship.

Question 7: *Are Fellowship payments taxable?*

Yes, the Fellowship payments are fully taxable. If you receive any Fellowship payments, you are paid in the same manner as a small contractor providing a service to the Corporation. We do not withhold tax payments; thus, it is your responsibility to make tax payments as required by your individual circumstances. For each calendar year, we issue Internal Revenue Service Form 1099 to notify you, the IRS, and state taxing authorities of your payments.

Question 8: *Does the Fellowship cover student financial aid?*

No. The Fellowship pays for participation in a program and a product, and has no relationship to educational expenses.

Question 9: *Will an analysis of my proposal be provided to me?*

No. The number of applications expected under this program, as well as the approach used to review applications, preclude us from providing individual assessments of proposals. All applicants will, however, be notified whether or not their application was selected.

Question 10: *What kinds of projects has the Corporation supported under the Fellowship program in the past?*

We have supported a wide range of projects in the past. You may obtain copies of most of the Fellows' final products on the Corporation's website, <http://www.nationalservice.org/>, by clicking on the link for *Research and Evaluation*, then *Fellows Reports*. In addition, a number of copies of the reports are in the library collections of the *National Service-Learning Clearinghouse* (<http://nicsl.jaws.umn.edu>) and the *National Service Resource Center* (<http://www.etr.org/NSRC/>).

Question 11: *I was a Fellow in a prior year. May I apply for a second Fellowship?*

There is no prohibition to applying for a second Fellowship. However, the program is highly competitive; and with only a limited number of Fellowships to award, the program seeks to reach out to individuals beyond those who have already benefited from, and made a contribution to, the Corporation and the field of national service. Former Fellows interested in building on their Fellowship outcomes are encouraged to seek other vehicles to further their work.

B. Questions Related to Part-time Fellowships

Question 1: *Are part-time Fellowships really part-time?*

Yes. It is important to keep this in mind when proposing a project aimed at high quality outcomes, that is also realistic in terms of size and scope.

Question 2: *I am an employee of another United States Government agency. Am I eligible to apply for a fellowship?*

Yes. However, if you work for a federal agency, you are not eligible to receive any payment for this Fellowship. In addition, we recommend that you check with your human resources department to ensure that your agency allows you to participate in this opportunity.

Question 2: *How am I paid as a part-time Fellow?*

If you are a part-time Fellow who is not employed by the Corporation, you do not submit an invoice each month, but you do submit the narrative progress report. You receive \$1,000 after your submission of the first progress report. At the end of the Fellowship, you submit an invoice and we make the final payment of \$1,650 upon receipt of an acceptable final product.

If you are a part-time Fellow employed by the Corporation, you will not receive a payment for your Fellowship. Corporation employees are not eligible for the cash payment made to part-time Fellows working for other employers.

Question 3: *I am the supervisor of an individual interested in applying for the part-time Fellowship. How can my organization and I benefit from this opportunity?*

You and your organization can benefit from releasing your employee to serve as a National Service Fellow in the following ways:

- The part-time Fellow can focus on issues of direct benefit to your organization's program or issue area, practices, or knowledge base while carrying out a project of interest to the Corporation for National Service and the field of service in general.
- By releasing an employee to serve as a part-time National Service Fellow, you demonstrate your commitment to investing in the professional development of your staff. The National Service Fellowship Program provides the framework and support to help raise the level of qualifications, expertise and motivation of your staff.
- Employees participating in the program gain insights and skills that improve their effectiveness on the job, indirectly strengthening your organization's capacity.
- The part-time Fellow can help your organization, or the Corporation in general, become a leader at the forefront of a particular issue area, model, practice, or other aspect of national service.

- The part-time Fellow can help your organization, or the Corporation in general, develop, enhance, strengthen, or renew relationships with community partners, leading to new opportunities for your organization to support national service.
- By releasing your employee to complete this fellowship, your organization taps into creative and crosscutting ideas, perspectives, energies and passions of other Corporation employees, Fellows, national T/TA providers, and the national service community at large.

Question 4: *Some or all of my work time is charged to Federal grant funds or matching Federal grant funds. Can I use this time to carry out a National Service Fellowship project?*

Unfortunately, you cannot work on a National Service Fellowship project on time that is charged to a Federal grant, or matching grant funds, because that time is to be spent on activities related to that grant. If you have additional questions on this matter, contact your Corporation Office of Grants Management.